



# WOMEN'S Philanthropic Giving Circle of Central Florida

Collective ♥ Compassionate ♥ Catholic

Dear WPGC Founding Members,

We are excited to share the grant applications submitted by 19 nonprofit organizations here in Central Florida! As there is quite a bit of information for members to consider, we have included review and scoring instructions below. Additionally, we will be offering 3 Zoom Meetings for members who have questions about the review and scoring process. These are optional and will last approximately 30 minutes each, but I am happy to stay on as long as needed. I will send calendar invitations for all three and you can determine (even at the last minute) which to attend. We will also record a session to make available to any members who cannot attend at these times:

Grant Review & Scoring Q&A  
(Optional)

[Saturday, June 24 –10:30am](#)

[Tuesday, June 27 – 12:00pm](#)

[Wednesday, June 28 –6:00pm](#)

## WPGC Grant Application Review & Scoring Instructions

Now it is time for you, the WPGC membership, to review the grant applications and provide your feedback on the [Grant Application Scoring Survey](#). The results of your scoring will be reviewed by the Executive Committee to determine which organizations will be invited to the Pitch Party on September 12, 2023. At the Pitch Party, these finalists will have the opportunity to showcase the impact a WPGC grant would have on those they serve as well as answer any questions posed by the membership.

As we move forward with the review process, let us remember our WPGC mission:

To altruistically serve with purpose, impact, connection and joy strengthening our community through values-based strategic, engaged and collective philanthropy. Taking inspiration from Mary, mother of our Savior, we proclaim “Yes” to God’s call to active works of charity as witnesses of faith and hope.

The goal is for the review process to be:

**Educational:** In reviewing the applications, you will gain a deeper understanding of issues our communities are facing and how local nonprofits are addressing the needs.

**Confidential:** The details in the grant applications **should not be shared or discussed outside of the WPGC.**

**Transparent:** Grant applicants all had access to the [WPGC Grant Criteria](#) document which detailed eligibility and the application process. After the review process is complete, we will be sharing combined scores with all the applicants as well as any constructive comments which could assist the organization with future grant applications.

**Fair:** The grant review documents (see attached) contain the exact information that was submitted by the applicant. This allows reviewers to score applicants fairly and based on their relevant merits.

## **STEP 1 – COMPLETE THE WPGC CONFLICT OF INTEREST FORM**

The WPGC Conflict of Interest form is designed to help our members identify situations that present a potential or actual conflict of interest as they review and act on grant applications that are presented to them. The form must be signed (typed or hand-signed) and submitted annually to Foundation Representative prior to the initial voting round of the granting process. Members of the Women's Philanthropic Giving Circle of Central Florida (WPGC) must ensure that no personal or professional self-interest interferes with their charitable work as a member of the WPGC. A conflict of interest can arise when a member could directly or indirectly gain, either financially or professionally, from action taken by the WPGC. A conflict does not preclude one from membership; it does limit a member's ability to make decisions regarding a potential grant for the organization(s) listed. **Please see the attached fillable PDF form – once completed, please email it to [mweed@cfofc.org](mailto:mweed@cfofc.org).**

## **STEP 2 – GRANT APPLICATION REVIEW**

Next it is time to review the grant applications. We have provided this information in two formats: **Excel Spreadsheet and PDF Narrative (see attached.)** The information we are sharing is exactly what was received and both formats contain those details (the PDF includes any photos submitted by the applicant.) They are organized into the following categories: Education, Financial Assistance, Food Instability, Healthcare/Social Services and Housing. In the spreadsheet, Diocese of Orlando ministries are colored in orange and Non-Diocesan organizations are colored in blue. The spreadsheet also notes if an organization has been pre-approved to receive grants from The Catholic Foundation Donor Advised Fund Program. Non-Diocesan organizations were required to provide a copy of their most recent 990 (this is an IRS form which provides the public with financial information about a nonprofit organization.) Both the spreadsheet and PDF Narratives include a link that will allow you the opportunity to view the 990 online. Those organizations were also invited to share a Strategic/Sustainability Plan. For those that did submit their plan, a link to view online is provided. (We are also happy to provide any file via email upon request.)

## **STEP 3 - GRANT APPLICATION SCORING**

Once the applications have been reviewed, the next step is to complete the [Grant Application Scoring Survey](#). This is an online survey. Don't worry, if you are uncomfortable with the online voting process and would like to turn your score sheets in on paper, a PDF form can be provided for you. We understand that each member will be scoring based on their distinct perspective and philanthropic goals. So as you are completing the scoring sheets, please remember that there are no wrong answers and each answer is

equally weighted. Although the organizations might not have provided everything needed to adequately answer every question, we just ask that you rate them to the best of your ability based on the information that has been provided. Here is the link to the survey: <https://www.surveymonkey.com/r/wpgcsurvey>.

**The deadline to submit your scores is by end of day on June 30, 2023.**

If you have any questions about the grant review and scoring process, please consider attending one of our zoom meetings or contact me directly.

Blessings,  
Madelyn

Madelyn T. Weed, CFRE, CAP®  
Vice President, Chief Donor Services Officer



The Catholic Foundation of Central Florida, Inc.  
PO Box 4905 | Orlando, FL 32802  
Tel 407.246.7188 | [mweed@cfof.org](mailto:mweed@cfof.org)